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MEMORANDUM FOR: Chief, Plans and Policy Staff

24 July 1957

SUBJECT : Intelligence School Weekly Report #30
18 July through 24 July 1957I. SIGNIFICANT ITEMS: None.II. OTHER ACTIVITIESA. Orientation Faculty

(1) The first week of Intelligence Orientation #11 ended on Friday, 19 July. Careful arrangement of schedule, and use of air conditioned rooms in Alecott, [] and R & S for afternoon seminar meetings has enabled the students and the staff to survive the recent hot spell.

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(2) The date for the initial presentation of the DD/S Exhibit has been tentatively set as 12 September. Drafts of exhibits have been received from most of the DD/S Offices.

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(3) [] students have been enrolled for Intelligence Orientation #12. The Communism phase of the course will begin Monday, 29 July.

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B. Intelligence Faculty

(1) [] JOT's are enrolled for Intelligence Techniques which will begin Monday, 29 July.

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(2) On Tuesday, 23 July, [] met with the Deputy Chief, Branch Chiefs, and Training Officer of HED to discuss in detail the training requirements previously developed by Dr. [] in his survey this spring. An analysis of these training requirements as they relate to the Intelligence School is being prepared for the Deputy Chief/IS.

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(3) On Friday, 19 July, [] students completed the 0730 Reading Skills (Executive Workshop) taught by []. The students achieved excellent results, and both instructor and students feel that the course was very worthwhile. [] plans to schedule another before-hour Executive Workshop next summer, if the teaching load permits.

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(4) With the assistance and advice of [] [] finished writing a first draft of the report on the results of the readability survey for the DD/I Offices.

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(1) On 23 July the Departmental Briefing was conducted for 42 persons from Army, Navy, Air Force, State, USIA, and NSA. For the first time, three persons attended from the Office of the Chief of Special Warfare, U. S. Army. Also attending were [redacted] of the DCI's Office, and one person from OSI. The word of welcome was given by the DDCI.

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(2) The CIA Introduction was conducted on 22 July for [redacted] persons.

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D. Operations Support

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(1) [redacted] met with [redacted] Deputy Chief, Requirements, FI Staff, to review the Information Requests and Reports lecture and the handout material which has been used in Operations Support. [redacted] who will give the Information Requests and Reports presentation in Operations Support #27, is bringing the sample handout up to date.

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(2) [redacted] talked with [redacted] Liaison Control, [redacted] FI Staff, regarding information that the latter were anxious to have included in the Overseas Assignments lecture. Most of the information discussed has been a part of the basic lecture for some time. However, the interview was most fruitful because it did confirm material currently in use and supplied new examples as well as background information.

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(3) [redacted] visited the Cable Secretariat and was brought up to date on the latest procedure being used for easy and rapid identification of cryptonyms and pseudonyms on cables going to the DCI and others on distribution.

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(4) At the request of the HE Training Officer, [redacted] people from HE were given tutorial training in Cable Procedures and Message Writing, Dispatch and Pouch, and Foreign Assignments.

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E. Clerical Training

(1) New employees in the clerical field are coming in large numbers, but the average skill level of those sent to Training is as low as it has been at any time in the past. About 25% of those employed as "stenographers" have some chance of meeting Agency standards for shorthand within the allotted training time. For example, in a Monday test of one shorthand class of [redacted] which had had one to two weeks' previous training (a [redacted])

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group), [] were unable to complete the test nearly enough to have a score, [] had 12 to 20 errors, [] had 5 to 12 errors, and [] met Agency standards. This is a quite typical group: only [] have a substantial chance of meeting Agency speed and accuracy standards within one to three weeks' further training.

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(2) During the week of 15 July there were [] people in Clerical Induction Training and [] people in Clerical Orientation. It continues to be necessary to hold trainees for additional skill training, and, as a result, three shorthand classes and six typewriting classes were conducted during this week.

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(3) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 16 July were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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F. Management Training

Nothing to report.

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G. Visual Aids Section

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The weekly report of VAS is attached.

III. PERSONNEL NOTES

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A. [] are proud parents of a six-pound, ten-ounce baby girl born on Saturday, 20 July.

B. [] was on sick leave 23 and 24 July.

C. [] is on two weeks' annual leave.

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Chief, Intelligence School

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